



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
May 11, 2017
6:30 PM**

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Bettina A. Chadbourne

-
1. Acceptance of a Donation - Summer Maker Corps Library Interns - Library Department
 2. Acceptance of Donation - Summer Knight Chapel - Parks, Recreation and Facilities Department
 3. Acceptance of Donation - Adopt A Bench - Parks, Recreation and Facilities Department
 4. Janis Manwaring/Pathways for Keene - Offer of a Donation - 20 Solar Light Posts
 5. Lease Agreement - 10 and 11 Central Square - Parks, Recreation and Facilities Department
 6. Sponsorship Update - Wheelock Park and Recreation Center - Parks, Recreation and Facilities Department
 7. Roxbury Plaza and Wells Street Surface Lot Improvement - Public Works Department

MORE TIME ITEMS:

- A. Relating to the Fiscal Year 2017-2018 Operating Budget
Resolution R-2017-22

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

May 4, 2017

TO: Finance, Organization and Personnel Committee

FROM: Gail Zachariah, Head of Youth and Community Services

THROUGH: Medard Kopczynski, City Manager

ITEM: 1.

SUBJECT: Acceptance of a Donation - Summer Maker Corps Library Interns - Library Department

RECOMMENDATION:

That the Finance, Organization and Personnel Committee recommend to the City Council the acceptance of a \$5,000 donation from Cognizant, a software company, which has provided funding to Maker Ed Libraries for Maker Ed grants and \$1,000 from the Friends of the Keene Public Library to be used for hiring Summer Maker Corps Library Interns.

BACKGROUND:

The Keene Public Library has been selected to be one of 72 sites to host Maker Corps Interns who are trained and mentored through the Maker Ed Initiative, whose mission is to create more opportunities for all young people to develop confidence, creativity, and interest in science, technology, engineering, math, art, and learning as a whole through making. The Maker Movement is a technological and creative learning approach that builds upon the natural inclinations of children and the power of learning by doing. Maker programs combine art, electronics, programming, and computational mathematics together in meaningful, powerful ways.

The funding will cover interns working together up to 600 hours during the period of June 1, 2017, to August 31, 2017.

The interns will be collaborating with librarians to further develop and expand our existing Makerspace programs and services, including weekly drop-ins, and will schedule programs for community members. This year, our Maker Corps Interns will be available to offer library-sponsored maker programs in the community, as well as in the library. They will staff and provide support to community members in their tinkering and interactions with new technology



City of Keene, N.H.
Transmittal Form

May 1, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 2.

SUBJECT: Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of \$144.00 and that the monies be used for the upkeep of the Sumner Knight Chapel.

BACKGROUND:

A non-denominational Easter Sunrise Service is an annual event at the Sumner Knight Chapel in Woodland Northeast Division Cemetery. Local citizens gather together and present a short service. At the service, attendees are given the opportunity to donate towards the upkeep of the chapel. The 2017 donation was \$144.00.



City of Keene, N.H.
Transmittal Form

May 8, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: Acceptance of Donation - Adopt A Bench - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of a bench from Martin Reisig and that the bench be placed along the Cheshire Rail Trail.

BACKGROUND:

Martin Reisig purchased a bench to donate to the City through the Adopt-A-Bench program. The bench was given in loving memory of his wife Nancy Reisig.

The bench will be installed upon its delivery near Bradford Road.



External Communication
Transmittal Form

May 9, 2017

TO: Finance, Organization and Personnel Committee

FROM: Janis Manwaring, Pathways for Keene

THROUGH: Patricia A. Little, City Clerk

ITEM: 4.

SUBJECT: Janis Manwaring/Pathways for Keene - Offer of a Donation - 20 Solar Light Posts

ATTACHMENTS:

Description

Communication - Manwaring

BACKGROUND:

Pathways for Keene would like to donate 20 solar light posts to the City for use on the Cheshire Rail Trail from Island Street to Pitcher Street. The value of the donation is approximately \$32,000. The Parks and Recreation Department would be charged with the installation and maintenance of the poles.

**Pathways for Keene, Inc.
P.O. Box 226
Keene, New Hampshire 03431**

May 9, 2017

Honorable Mayor Kendall Lane
and City Councilors
3 Washington Street
Keene, New Hampshire 03431

Pathways for Keene, Inc. wishes to donate 20 solar light posts to the City of Keene for the Cheshire Rail Trail from Island Street to Pitcher Street. The funding for these posts was raised by the 4 on the 4th Race on July 4, 2016. Runners, walkers and sponsors contributed to the goal of lighting the trails to increase safety for men, women and families that use them throughout the year. President Greg Pregent and other board directors have worked with Andy Bohannon, Director of Parks, Recreation, Cemeteries and Facilities and Will Schoeffmann, GIS Technician and his Keene State College intern in the Planning Department for the proper placement of these posts for maximum safety and sunlight. The cost of these poles is around \$32,000. Director Bohannon has agreed to supply the installation and maintenance of these solar light posts for which all of us on the Board are grateful.

As you know we are a non-profit 501(c)(3) organization that has no paid staff or office so that our funding raising efforts can be focused on the trails themselves. We all thank you for your support of our wonderful trail system in Keene and ask you to accept this donation.

Sincerely,



Jan Manwaring
Secretary, Board of Directors



City of Keene, N.H.
Transmittal Form

May 2, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation, and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 5.

SUBJECT: Lease Agreement - 10 and 11 Central Square - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to amend the existing lease with Culinary Journey Management Corp. for space located at 10 and 11 Central Square.

BACKGROUND:

Luca and Lindy Paris, owners of the Culinary Journey Management Corp, have requested that the City review the current lease agreement that is set to expire on July 31, 2017 with the last additional two year term remaining in the contract. The amendment would allow for their current business structure to change.

Originally 11 Central Square (1425 sq. ft.) was leased in June 2000, and the business expanded to include 10 Central Square (1800 sq. ft.) in July 2005. Upon expansion, the lease agreement was combined into one for both locations. An additional two year extension was signed in 2015, after the initial 10 year agreement. This extension is due to expire on July 26, 2017.

The restructuring of the lease would provide Culinary Journey Management Corp, to remain at 11 Central Square with terms to be negotiated for another 10 year lease with two five year options. However, the space at 10 Central Square will close its store front operations on June 24, and be used for catering until the term of the lease ends on July 26, 2017. Luca and Lindy Paris have sought a local real estate agent to help promote the sale of the business with the hope of selling the business operation. This transaction would be a similar action to the one that took place in 2005 when the Culinary Journey Management Corp purchased the operations of Jean's Pastry Shop.

City staff recommends that this request be granted, and that the City Manager be authorized to negotiate such an amendment providing all aspects of the lease have the approval of the City Attorney.

The action required is for the City Council to authorize the City Manager to negotiate the contract renewal with Culinary Journey Management Corp for 11 Central Square. The City leases 10 and 11 Central Square to small businesses which helps maintain a vibrant downtown.



City of Keene, N.H.
Transmittal Form

May 8, 2017

TO: Finance, Organization and Personnel Committee

FROM: Andy Bohannon, Parks, Recreation and Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 6.

SUBJECT: Sponsorship Update - Wheelock Park and Recreation Center - Parks, Recreation and Facilities Department

RECOMMENDATION:

Move that the Finance, Organization and personnel Committee accept the sponsorship update for banner placements at Wheelock Park and the Recreation Center as informational.

BACKGROUND:

Through the sponsorship policy adopted in April 2016, the department has secured a sponsorship agreement with Keene Orthodontic Specialist for banner placements in Wheelock Park and the Recreation Center. This is a one year agreement beginning April 1, 2017 with the option to renew on an annual basis. The financial structure of the sponsorship is \$1,800.00 each year.



City of Keene, N.H.
Transmittal Form

April 21, 2017

TO: Finance, Organization and Personnel Committee

FROM: Donald R Lussier, City Engineer

THROUGH: Medard Kopczyinski, City Manager

ITEM: 7.

SUBJECT: Roxbury Plaza and Wells Street Surface Lot Improvement - Public Works Department

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that \$31,033 be appropriated from the Wells Street Parking Account (90041) to the Roxbury Plaza and Wells Street Parking Lot Project (90224-17).

BACKGROUND:

In March 2017, the Public Works Department advertised the Roxbury Plaza and Wells Street Parking Lot Reconstruction Project. Bids were received on April 13, 2017. The low, responsible bidder was Frank Lucius Construction for the amount of \$123,856.50. The engineer's estimate for this work was \$119,906.

The project budget is \$105,209 which was approved in the FY17-22 Capital Improvement Plan. The original budget was based on a scope that included mill and overlay of the asphalt surface, adjustment of drainage structures, and re-establishment of pavement markings. During the design process it was determined that the sidewalks were in deteriorating conditions and should be replaced as part of this project and the existing crosswalks are at askew angles and needed to be adjustment to have safe crossing and a more efficient parking lay out. The remainder of the funds, approximately \$12,000, is for project contingency.

The Wells Street Parking Facility Account has been used to fund a series of projects including T-Joint Repairs, Power Washing and Painting, and the completed Rehabilitation Project. There is a total of \$47,551 remaining in the balance of the account. The Roxbury Plaza Wells Street Parking Lot is part of the complex in the area and it is appropriate to use funds from this account.

It is recommended that \$31,033 be reallocated from the Wells Street Parking Facility account (90041) to the Roxbury Plaza and Wells Street Parking Lot Reconstruction Project.